

OIT-0618-88

25 NOV 1988

MEMORANDUM FOR: Director of Personnel

VIA: Special Support Assistant to the DDA

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Request for a Waiver to the Six-Month Time
Limitation for Deferred Home Leave -

25X1
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25X1
1. [] an Office of Communications employee on rotation to the Office of Information Technology, arrived in CONUS on 14 July 1988 after completing a two-year tour of duty as Deputy Chief, EUCA [] began serving in OIT upon his arrival in Washington, and a planned office restructuring at the Group level took place shortly after his arrival and resulted in his being reassigned almost immediately.

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2. As the new Chief of the Network Services Group, [] was required to devote his full-time attention to implementing the reorganization. In addition to overseeing the organizational changes, this has been an exceptionally busy period for OIT because of the New Headquarters Building effort and the associated backfill programs in the Original Headquarters Building. [] Group is directly involved in this effort and his presence was considered essential. Also, during this period [] Deputy was reassigned, which made it impractical for him to take extended leave.

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3. [] currently has 45 days of home leave. A more favorable time frame for him to use this leave would be during the spring/summer of 1989. Therefore, OIT requests a waiver to the six-month time limitation for use of accrued home leave, and asks that [] be granted a six month extension which would allow him to use his home leave up to 14 July 1989.

25X1
[]
Edward J. Maloney

25X1
[]
CONFIDENTIAL

25X1 SUBJECT: Request for a Waiver to the Six-Month Time Limitation
for Deferred Home Leave

CONCUR:

25X1
Special Support Assistant, DDA

30 NOV 1988
Date

25X1 APPROVED:

Director of Personnel

20 DEC 1988
Date

CONFIDENTIAL

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for Deferred Home Leave

25X1 C/NSG/OIT (21 Nov 88)

Distribution:

- Orig & 2 - Addressee (Original to be returned to D/OIT)
- 1 - SSA/DDA
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